

# RCS Secondary GRADING AND ASSESSMENT GUIDELINES

## Student success

Although school is not the workplace, school provides the foundations for students to be productive and successful citizens in the work force by reinforcing the values of self-discipline, responsibility and respect, and a commitment to complete assigned duties to the best of one's abilities. For students who are post-secondary bound, transition research compiled by RCSD in partnership with the University of Regina indicates that high school absolutely matters when it comes to first year work habits and time management skills required for the challenges of post-secondary workloads. Therefore, student success is the goal for all of our students.

We believe that all of our students will be able to achieve their full academic potential if they adhere to these four criteria for success:

1. Regular and punctual attendance. RCSD has a Common Attendance Practice which states that a student must attend a minimum of 85% of classes. This means a student has 15 days each semester to accommodate appointments, illness, vacations and/or pressing personal concerns. All absences must be excused by a parent/guardian. If a student is going to be away for more than three consecutive days, please contact the office for a "Student Travel/Absence Support Form". Please refer to the RCSD Common Attendance Practice.
2. A positive and willing attitude each and every day when arriving to class, prepared to learn.
3. The completion of **all** assignments to the best of one's ability; this includes diagnostic, formative and summative assessments.
4. Preparation for all assessments – this involves not just reviewing class content, but arriving to class with the appropriate materials and taking responsibility for completing all items missed due to absence.

## Late and incomplete Assessments (ASSIGNMENTS)

Teachers are committed to providing quality assessments utilizing a variety of assessment tools within a balanced assessment framework which provide ongoing feedback to the student learner. It is expected that students complete all assessments even if they are submitted past the teacher assigned due date. Late assessments will receive a grade code of "NHI" until such time as they are submitted. It is an expectation that late assessments be handed in as soon as a possible. A student may incur a maximum deduction of 15% (3% per day). If after 5 days an assignment is still not submitted, students will have a further opportunity to complete the work on one of the school designated and organized "Opportunity for Assignment Recovery Days" or "Catch-Up Days".

## Assignment recovery days – catch-up days

Each of our high schools will make available opportunities for students to catch up on outstanding assignments on designated recovery days. These opportunities are set up outside of instructional time on non-contact days or afterschool.

Two full days each semester with additional opportunities (lunch/study hours/after school) will be provided for students to work on assessments under the supervision of a designated staff member and with the support and commitment of the classroom teacher to accept the work for grade consideration. If at the end of this time period a student still has not completed the assessment, the grade code for the missing assessment will become an "NHI0". Students are encouraged to complete all major assessment prior to the end of the semester, but work submitted after the designated catch up/recovery day will be filed by the teacher to be considered only if necessary to determine whether a student has met the curricular outcomes.

**Semester One:**  
Thursday, Oct. 19 – 9:00 AM – 3:00 PM  
Friday, Nov. 24 – 9:00 AM – 3:00 PM  
Thursday, Dec. 14 – Lunch and 3:30 PM – 5:00 PM  
Tuesday, Jan. 16 – 3:30 PM – 5:30 PM

**Semester Two:**  
Monday, March 12 – 9:00 AM – 3:00 PM  
Thursday, April 12 – 9:00 AM – 3:00 PM  
Friday, May 18 – 9:00 AM – 3:00 PM

## Exams

A student who is absent for an exam will be expected to write it upon return to school. The exam will be graded, however if an unexcused absence exists, then UNEX will be entered in gradebook until the absence is excused by a parent/guardian.